



## **ARMY RESERVE WARRIOR TRANSITION PROGRAM** *Frequently Asked Questions*



**This information sheet is being provided to assist Army Reserve Soldiers with frequently asked questions that may arise while attached or assigned to Warrior Transition Units (WTU) or Community Care Units (CCU). Additionally, this will provide some insight on what you, as a Soldier in Transition (ST), should expect when entering active duty under the WTU program.**

**QUESTION:** What resources do I have as a ST for issues or concerns that aren't covered in my Soldier Transition Handbook?

**ANSWER:** Your Squad Leader is your first Point of Contact (POC) for questions and information. However, each WTU has an assigned Army Reserve Warrior Transition Specialist (ARWTS) that is experienced and trained in finding the answers that you need. ARWTS provide assistance with personnel actions (retirement points, promotions, etc.), pay, legal and medical issues/concerns. If you feel you need assistance with any military issues, please contact them to assist you.

**QUESTION:** While I am in transition, who is my Chain of Command? Is it the WTU, my home/parent unit, or someone else?

**ANSWER:** While you are in transition, you are still assigned (belong) to your home unit. There are several administrative metrics that your home unit will remain responsible for (NCOER/OER, deployment awards, retirement point corrections, re-enlistment, etc.). You are attached to the WTU and they maintain the day to day Command and Control for you and your welfare. The WTU will ensure that you receive and attend your medical appointments and they will administer your APFT and HT/WT, if required.

**QUESTION:** Will WTU CoC complete an OER/NCOER for me while I am assigned to the WTU?

**ANSWER:** If you do not perform duties beyond your recovery, you will not receive an evaluation and the time spent in the WTU will be non-rated on your next OER/NCOER. You should contact your parent unit to have a change of duty/change of rater evaluation completed since you are now attached to the WTU. However, if you perform other position-related duties during your recovery, you may, at the discretion of the WTU Commander, qualify and receive an evaluation for that evaluated period of time. Additional information is available in the WTU Consolidated Guidance, 5-6 "Evaluations."

**QUESTION:** Can I take my annual leave while at the WTU?

**ANSWER:** You are encouraged to take leave while processing through the WTU provided that your leave does not conflict with completion of medical processing or board processes. Leave approval is at the discretion of the local WTU Commander's leave policies. **NOTE:** USAR Soldiers are not authorized terminal/ transitional leave prior to their Release from Active Duty (REFRAD). You can either utilize your leave or sell remainder upon completion of your recovery duty. REFRAD dates will not be extended in order to accommodate unused leave. Refer to local WTU finance office on leave payment policies.

**QUESTION:** Can I attend my unit's Yellow Ribbon Event while I am in the WTU?

**ANSWER:** Yes, as long as there are no conflicts with your medical care; TDY approvals are at the discretion of the WTU Commander. Your parent unit will need to 'cross org' the YRRP Line of Accounting within your DTS Profile. USARC has provided OMAR funding to the OFTS Commands to support WTU Soldiers and their families. Additional information is available at [www.yellowribbon.mil](http://www.yellowribbon.mil).

**QUESTION:** I need an award, should it be processed by my parent unit or WTU?

**ANSWER:** You should contact your parent unit regarding any outstanding awards. The WTU is responsible for processing retirement award (while attached to the WTU) with assistance from your RC parent unit. Awards submitted by the WTU will be processed via Active Duty personnel systems.

**QUESTION:** I have an additional injury/illness, other than the primary concern that got me into the WTU. Can I receive treatment for that injury/illness while I am at the WTU?

**ANSWER:** The primary focus is your qualifying injury/illness that brought you into the WTU. The WTU will provide medical treatment and care for secondary LOD injuries but your REFRAD date will not be automatically extended. Please ensure you speak with your Primary Care Manager (PCM) or Nurse Case Manager (NCM) as soon as possible to address any and all medical needs.

**QUESTION:** My doctor suggested a procedure/surgery but it is considered "optional/elective". Can I have that procedure/surgery while I am at the WTU?

**ANSWER:** Surgeries/Procedure/Treatments must clearly connect to 1) achieving healing of the qualifying injury/illness or 2) Comprehensive Transition Plan (CTP) completion. Optional/elective surgeries not meeting these criteria may be disapproved by the Triad of Leadership (TOL). In these cases, you are requested to seek additional medical treatment after REFRAD via TAMPS, Veterans Administration and other available resources.

**QUESTION:** How do I get a Line of Duty (LOD) initiated?

**ANSWER:** LODs are initiated at the parent unit level. You will need to provide supporting documentation to show the injury occurred on duty. Your unit will complete a DA 2173 and submit through e-LOD for approval. A copy of the approval memo should be provided to you. You should provide a copy to your NCM for uploading into the system. If an injury occurred while in the WTU, then the WTU Command initiates the LOD and is processed through the WTU channels.

**QUESTION:** What do I do when I am flagged?

**ANSWER:** Contact your parent unit and/or WTU to inquire why you are flagged. If you fail to meet height/weight standards, fail the APFT or are undergoing administrative or legal actions (AR 15-6), you will be flagged.

**QUESTION:** I am on the promotion list, why am I not promoted?

**ANSWER:** The ARWTS can assist you with researching the reason and offer possible solutions to get promoted.

**QUESTION:** What do I do if my Retirement Points are wrong?

**ANSWER:** The first step is to send your updated AHRC Form 249E, Chronological Statement of Retirement Points, to your home unit for corrections. If you are retiring, the second step is to send your retirement packet to HRC via the link on the HRC website under Retirement Calculations. If you need assistance or having difficulty, please contact your ARWTS.

**QUESTION:** Do I need to contact my Army Reserve unit when close to exiting the WTU?

**ANSWER:** Absolutely. You should be in constant communications with your USAR unit leadership to update them on any changes in your transition status (medically retired, Return to Duty, MEB/PEB, etc.).

**QUESTION:** What is a "15 Year Letter?"

**ANSWER:** All Reserve component soldiers who complete the required years of service to become eligible for retired pay at age 60 will receive a 20-year letter as their written notification of that eligibility. You typically receive the 20-year letter notification during the year following your qualifying retirement year. A Soldier who has completed at least 15, and less

than 20, years of service, who no longer meets the qualifications for membership in the Selected Reserve solely because the member is unfit because of physical disability may receive a 15 year letter as their written notification of eligibility for retired pay at age 60.

**QUESTION:** Who qualifies for the “15 Year Letter?”

**ANSWER:** The “15 Year Letter,” or Early Qualification Retired Pay at Age 60 provision applies to all Selected Reserve Soldiers regardless if the physical disability was incurred or aggravated in the line of duty.

**QUESTION:** What documents are required and who submits the Soldier’s packet for the 15 Year Letter?

**ANSWER:** For non-duty related medical disqualifications, Army Reserve TPU Soldiers will submit a Request for Reassignment to the Retired Reserve Due to Medical Disqualification on a DA Form 4651 (Request for Reassignment or Attachment) and DA Form 4187 (Personnel Action) through your parent unit Chain of command to OFTS Command for approval. Intermediate Commanders will prepare endorsement memorandums to indicate their recommendations and include contact name, telephone, and email. The OFTS Command will review, approve/disapprove. If approved, OFTS Command will forward the request/recommendation to the Regional Personnel Service Center (RPSC). The RPSC will review and mail the DA Form 4187 with the required documentation to HRC for issuance of the 15 year Notification of Eligibility (NOE).

<https://www.hrc.army.mil/tagd/notification%20of%20eligibility%20for%20retired%20pay%20at%20age%2060%20-%2015%20year%20letter>

**I have read and understand the information provided in the ARWTP FAQs.**

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PRINTED NAME

SOLDIER SIGNATURE

DATE

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ARWTS SIGNATURE

DATE